

**Outagamie Waupaca Library System**  
3373 West Brewster Street • Appleton, WI 54914 • 920-832-6190

A meeting of the Outagamie Waupaca Library System Board of Trustees will be held **Thursday, January 15, 2026** at **6:00 p.m.** in the OWLS meeting room at 3373 West Brewster Street and online via Microsoft Teams.

**Agenda**

1. Call to order and roll call
2. Approve or make changes to the agenda
3. Approve November 20, 2025 meeting minutes
4. Accept December financial report and file for audit
5. Approve bills and payroll related expenditures
6. Report of the Director
  - a) Trustee orientation and virtual binder
7. Elect officers for 2026
8. Appoint personnel committee members for 2026
9. Appoint executive committee members for 2026
10. Discussion and vote on whether to proceed with phase two of merger exploration
11. Approve revised 2026 budget
12. Approve revised Office Assistant job description
13. Approve revised Employee Handbook
14. Approve revised Printing Policy
15. Review Trustee Essential 26: The Public Library System Board
16. Adjourn

OWLS Trustees and members of the public are invited to join the meeting from your device:

**Microsoft Teams** [Need help?](#)

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Meeting ID: 237 513 219 057

Passcode: wCvq5h

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Phone conference ID: 355 549 825#

Board members who are unable to attend are requested to notify the OWLS office. If special accommodations are necessary for attendance at this meeting, please contact the Outagamie Waupaca Library System at 920-832-6190 to make arrangements.